



STATE OF ARKANSAS  
SECURITIES DEPARTMENT  
HERITAGE WEST BUILDING, SUITE 300  
201 EAST MARKHAM STREET  
LITTLE ROCK, AR 72201



TELEPHONE: 501.324.9260 FAX: 501.324.9268 INTERNET: [www.state.ar.us/arsec](http://www.state.ar.us/arsec)

## MORTGAGE BANKER/MORTGAGE BROKER/MORTGAGE SERVICER

### FAIR MORTGAGE LENDING ACT

### LOAN OFFICER NOTICE OF CHANGE

### INSTRUCTIONS FOR COMPLETING AND SUBMITTING FMLA FORM LO-002

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING FMLA FORM LO-002.**

All information must be typed or printed legibly in ink. Please provide full and complete responses to each question. If a particular question does not apply enter "None" or "N/A" (not applicable); do not leave any item blank. ***Forms that are incomplete, improperly signed, or submitted without the required fees will not be processed.***

Licenses are required to keep all information on file with ASD current. If the information contained in any document filed with ASD is or becomes inaccurate or incomplete in any material respect, the licensee shall file FMLA Form LO-002, Loan Officer Notice of Change correcting the information contained in the document within thirty (30) days from the date on which the change takes place. Any licensee that does not comply with this requirement shall pay a fine equal to Ten Dollars (\$10.00) for each day the licensee fails to file a correcting document, up to a maximum of Six Hundred Dollars (\$600.00).

FMLA Form LO-002, Loan Officer Notice of Change should be used to report the following changes:

- Change in Licensee's name.
- New or corrected residence or business address, telephone number or fax number.
- Change of employment. Please note a loan officer license terminates with employment; employment with another mortgage loan company requires payment of new Fifty Dollar (\$50.00) license fee. For example, if a licensed loan officer leaves ABC Mortgage to go to work for XYZ Mortgage, the loan officer must surrender his or her ABC Mortgage loan officer license to ASD and submit FMLA Form LO-002, Loan Officer Notice of Change and a Fifty Dollar (\$50.00) license fee to become licensed as a loan officer for XYZ Mortgage. ABC Mortgage and XYZ Mortgage must also file FMLA Form 011, Notice of Changes in Licensee Data to reflect the termination and hiring, respectively, of the loan officer.

Please mail the completed Form and required fee to:

Arkansas Securities Department  
Heritage West Building, Suite 300  
201 East Markham Street  
Little Rock, AR 72201